



## Employee Training

Card Integrity's Employee Training program strengthens your employees with a comprehensive understanding of your expense policy and procedures. We create custom content tailored to your guidelines, developing an engaging, advanced online training experience that includes tests, quizzes, certificates, and detailed reporting.

### **How It Works**

Card Integrity designs and hosts a customized online course focused on your organization's expense policies. Each course, structured to take approximately 30-45 minutes, is designed to reflect your organization's identity and branding, and is managed on Card Integrity's secure servers. Our team handles course invitations, reminders, assessments, reporting, and ongoing site management. Training courses can be general or targeted, including modules for new cardholders, refresher courses, remedial training, approvers, and more.

Most situations include new cardholder training and refresher course training as the cards expires. When an employee passes the final test, the employee and your card administration team are notified so the cards can be issued.

### **Why It Matters**

Most cardholders don't fully read or understand expense policies. This causes issues with submission timing, pushing the policy lines, and reduced confidence in the expense process. Training helps to ensure employees understand the policy, helping prevent policy issues before they occur, strengthening your control over expense compliance.

### **Setup & Getting Started**

During a kickoff meeting, we'll finalize the number of courses, their scope, branding elements, and core training content. Card Integrity will develop the initial draft and guide it through a review process with your team. While the content is reviewed, we'll set up the training site and upload user information. Once approved, we'll begin notifying employees of their new training courses.